

Business Tax Receipt (BTR) Application Checklist

The following documentations must be submitted **PRIOR** to the issuance of a Business Tax Receipt (BTR):

- Certificate of Use issued by Community Planning and Development

 Must be issued PRIOR to applying for your BTR (applicable only if business is located within North Miami)

 BTR application completed
 Articles of Incorporation / Fictitious Name Registration

 Done through www.Sunbiz.org, all businesses must be registered with the State of Florida
 501c3 for businesses seeking non-profit status with the City of North Miami
 If applicable, State Licenses this includes all registrations, state and county certifications (agency listings provided below)
 Department of Business and Professional Regulation
 Hotel and Restaurant Commission (Please call 850-487-1395)
 Department of Agriculture and Consumer Services Division of Licensing (Please call 850-410-3800)
 - Department of Agriculture and Consumer Services Division of Food Safety (Please call 850-245-5520)
 - Florida Division of Alcohol and Tobacco (Please call 305-470-6783)
- $\hfill\Box$ Proof of Insurance policy or certificate
- □ Check or Money order payable to the **City of North Miami**

You must also apply for a Miami-Dade County Local Business Tax Receipt by calling Miami-Dade County at 305-270-4949 or visit their website at www.miamidade.gov.